

28 May 1993

OPERATIONS SUPPORT

AIR COMBAT COMMAND

1. Objective. As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume in the Operations Support work center of Air Combat Command (ACC) gained Air National Guard (ANG) flying units.

2. Authority. The 55- and 60-series of Air Force and Air National Guard directives contain command policy and procedural guidance for the Operations Support work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is the result of a functional review.

3. Applicability. This ANGMS applies to ACC-gained ANG flying units operating an Operations Support function in FAC 3100, Operations. This ANGMS does not apply to Replacement Training Units (RTUs), RF-4, F-4G, or F-4E units.

4. Standard Data:

a. Classification. Type II.

b. Approval Date. 21 February 1992.

c. Man-Hour Data Source. Operational Audit (historical record and technical estimate).

d. Standard Man-Hour Equation. $Y = 133.7 + 3.767X$

e. Workload Factor:

(1) **Title.** A Flying Position Identifier (FPI) authorized.

(2) **Definition.** The average monthly number of FPIs (1, 2, 5, or 6) authorized in the flying squadron and wing/group.

(3) **Source.** Using AFR 173.13, Table A40-1, compute the authorized aircrew (FPI 1 and 2) for the appropriate weapon system and Primary Aircraft Authorized (PAA); add 2 for overhead (FPI 6) in the flying squadron (Operations Officer and Squadron Commander); add the wing/group overhead authorized in NGR 60-03. Retrieve the number of FPI 5s authorized from the 34 Command File Part B (Military), Command Manpower Data System (CMDS) sorted by Central Base Personnel Office (CBPO) code. Do not include Combat Readiness Training Centers, RTUs, and state headquarters. Verify totals with ANGRC/XPMRM before application.

5. Application Instructions:

a. This standard has two additives. One of the additives will be used in each application depending on the type of unit. The additive for Operations Center will be applied to ACC gained Fighter or Reconnaissance Units and the additive for Command and Control will be applied to Fighter Interceptor Units. Two AF Forms 1113, Standard Manpower Table, have been developed to be used with each of the additives. The valid man-hour ranges are shown on each AF Form 1113 at attachments 2 and 3.

(1) The valid man-hour range of 218.94 to 744.00 at attachment 2 will not be exceeded when applying this standard using the additive for Operations Center.

(2) The valid man-hour range of 218.94 to 1222.63 at attachment 3 will not be exceeded when applying this standard using the additive for Command and Control.

b. The application instructions are as follows:

(1) Obtain the most current workload factor value as instructed in paragraph 4e.

(2) Substitute this value into the man-hour equation for X.

(3) Solve the standard man-hour equation for total man-hours (Y).

(4) Determine which additive will be used, then follow the specific application instructions for each additive.

(5) Use the manpower table at attachment 2 when applying the additive for Operations Center or the manpower table at attachment 3 when applying the additive for Command and Control.

6. Statement of Conditions. Normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no approved enhancements which impact the man-hour equation.

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- 5 Attachments**
- 1. Work Center Description**
 - 2. Standard Manpower Table - Fighter Units**
 - 3. Standard Manpower Table - Fighter Interceptor Units**
 - 4. Additive for Operations Center**
 - 5. Additive for Command and Control**

WORK CENTER DESCRIPTION**Operations Support****AIR COMBAT COMMAND****DIRECT:****1. PERSONNEL AND ADMINISTRATIVE SUPPORT:****1.1. PERFORMS PERSONNEL SUPPORT:**

1.1.1. PROCESSES DUTY STATUS CHANGE. Ensures accuracy of duty status of assigned personnel and makes change as necessary; types form and forwards to Consolidated Base Personnel Office (CBPO); maintains suspense, posts change when returned from CBPO, and updates status board or local strength document; and distributes copies to appropriate personnel.

1.1.2. MONITORS UNIT MANPOWER. Reviews unit manpower document for currency and accuracy and takes corrective action as required.

1.1.3. MONITORS PERSONNEL UTILIZATION. Reviews unit personnel utilization, recommends assignment/reassignment action when necessary, and prepares appropriate documentation.

1.1.4. MONITORS PERSONNEL PERFORMANCE RATING. Receives listing and screens for rating due date; establishes and maintains suspense; forwards required form to rater for preparation and ensures rating is forwarded to additional rater and indorser; provides guidance to rater and performs quality review of draft rating; and prepares and forwards completed rating to the CBPO.

1.1.5. MONITORS WEIGHT/FITNESS PROGRAM. Conducts weigh-in; schedules weight evaluation; prepares documentation and monitors individual on the weight management program; documents the fitness testing result and updates the personnel data; and processes annual physical fitness questionnaire.

1.1.6. PROCESSES REENLISTMENT AND EXTENSION OF ENLISTMENT. Receives listing and screens for eligibility, forwards listing to the member's immediate supervisor for recommendation, forwards recommendation to the commander for concurrence and signature, and prepares and forwards required documentation and completed eligibility roster to the CBPO.

1.1.7. PROCESSES VOLUNTARY SEPARATION. Assists member with application; screens personnel record for eligibility and requests discharge order from the CBPO; and forwards application requiring higher authority approval through appropriate channel.

1.1.8. PROCESSES INVOLUNTARY SEPARATION. Prepares required documentation and forwards to the CBPO, monitors status of package, requests discharge order, and prepares required documentation.

1.1.9. PROCESSES APPLICATION FOR CONDITIONAL RELEASE. Prepares conditional release application and forwards to the CBPO.

1.1.10. PROCESSES APPLICATION FOR ENLISTED PROMOTION. Receives recommendation for promotion and verifies member's qualification; prepares necessary documentation, forwards through appropriate channel and approval authority, and submits completed promotion package to the CBPO.

1.1.11. PROCESSES DEMOTION ACTION. Notifies member of pending demotion and compiles unfavorable correspondence; requests demotion action through CBPO, maintains suspense file pending approval, and publishes demotion when approved.

1.1.12. PROCESSES SERVICE AWARD. Screens award presentation listing, notifies unit commander of award recipient, forwards approval roster to CBPO, and receives and prepares award for presentation to member.

1.1.13. COORDINATES MEDICAL, DENTAL, AND IMMUNIZATION SCHEDULE. Monitors medical, dental, and immunization examination due-date, coordinates appointment schedule, follows-up on missed appointment, reschedules as necessary, and notifies command of overdue physicals.

1.1.14. PREPARES FOR UNIT COMMANDER'S CALL. Coordinates activity, assembles material, and schedules and prepares facility.

1.1.15. SCHEDULES MEMBER FOR OFFICIAL PHOTOGRAPH. Receives notification of official photograph requirement, coordinates appointment, and forwards completed photograph to CBPO.

1.1.16. MAINTAINS UNIT ALERT ROSTER. Prepares unit alert roster and updates as required.

1.1.17. MONITORS UNSATISFACTORY PARTICIPATION. Prepares unsatisfactory participation letter, forwards to member and monitors receipt of the certified letter, initiates request for separation and administration board/hearing, as necessary, and prepares required documentation.

1.1.18. PREPARES READINESS ACCOUNTABILITY:

1.1.18.1. PREPARES REQUEST FOR IDENTIFICATION TAG. Prepares request for identification tag and forwards to CBPO.

1.1.18.2. PREPARES PERSONNEL DEPLOYMENT INFORMATION PACKAGE. Prepares information package for deploying member and forwards to member.

1.1.18.3. MAINTAINS PERSONNEL READINESS FOLDER (PRF). Prepares required documentation and PRF, reviews semi-annually to ensure currency, and updates item as necessary.

1.1.18.4. ISSUES SPECIAL EQUIPMENT. Issues special/chemical equipment to non-aircrew personnel.

1.1.19. ARRANGES TEMPORARY DUTY (TDY). Coordinates with the host base Transportation Management Office (TMO) to arrange air transportation for member, forwards TDY order to TMO, briefs member on TDY requirement, and issues TDY package.

1.1.20. PROCESSES MEAL AUTHORIZATION CERTIFICATE. Prepares request for meals and forwards to Services.

1.1.21. PROCESSES CONTRACT HOUSING. Prepares request for contract housing and forwards to Services.

1.1.22. PROCESSES DD FORM 1351, TRAVEL VOUCHER. Performs quality control of travel voucher and forwards to the Accounting and Finance Office (AFO).

1.1.23. PROCESSES AGR LEAVE REQUEST. Processes AF Form 988, Leave Request Authorization, and forwards to the appropriate agency.

1.1.24. PROCESSES COMPUTER GENERATED REPORT. Receives report from CBPO, reviews for accuracy, and updates as required.

1.1.25. PREPARES AND PROCESSES APPLICATION FOR TRAINING. Receives request, verifies eligibility, counsels applicant on special requirement, receives approval or disapproval and notifies individual, and requests order.

1.1.26. MANAGES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS):

1.1.26.1. REVIEWS POLICY AND PROCEDURE. Reviews report format, check list, worksheet procedures, and updates as required to maintain currency and accuracy of reporting.

1.1.26.2. VERIFIES SORTS REPORT. Verifies SORTS report format against data required by the Designed Operational Capability (DOC) Statement.

1.1.26.3. ACCOMPLISHES SORTS REPORT, (RCS: HAF-XOO(AR)7112(DO)):

1.1.26.3.1. PREPARES REPORT. Completes worksheet as required, inputs changes to unit data base, prints copy of data for review and file, and prepares report for transmission.

1.1.26.3.2. TRAVELS TO COMMUNICATION CENTER.

1.1.26.3.3. REVIEWS REPORT. Reviews SORTS report received from ANGRC and compares with file copy to determine required changes.

1.1.26.3.4. BRIEFS ON REPORTING UNIT. Briefs Air Commander and staff on reporting unit.

1.1.26.4. PROVIDES SORTS TRAINING. Provides SORTS Data Handler Training and completes minutes.

1.1.27. PERFORMS DUTIES OF OPERATIONS SECURITY MANAGER.

1.1.27.1. INITIATES PERSONNEL SECURITY CLEARANCE. Initiates request for investigation and security clearance; requests tracer action on past due request, and maintains Automated Security Clearance Approval System (ASCAS) and unit security roster.

1.1.27.2. PREPARES REQUEST FOR LINE BADGE. Prepares and submits request for line badge.

1.1.28. MONITORS WORKDAY CONTROL:

1.1.28.1. DETERMINES QUARTERLY WORKDAY REQUIREMENT. Determines quarterly workday requirement and submits to Base Workday Control Officer (BWCO).

1.1.28.2. RECEIVES QUARTERLY WORKDAY ALLOTMENT. Reviews allocation of quarterly workday allotment.

1.1.28.3. MONITORS AND CONTROLS ALLOCATED WORKDAYS. Maintains control of allocated workdays, performs quarterly reconciliation, and monitors usage.

1.1.29. MONITORS AND CONTROLS MILITARY PAY DOCUMENT:

1.1.29.1. PREPARES ADMINISTRATIVE ORDER. Reviews request, prepares order, and distributes military/civilian order.

1.1.29.2. PROCESSES ACTIVE DUTY PAY. Processes statement of tour of duty, verifies order, and forwards to AFO.

1.1.29.3. PROCESSES UNIT TRAINING ASSEMBLY (UTA) ATTENDANCE ROSTER:

1.1.29.3.1. ANNOTATES ROSTER. Annotates roster prior to UTA, reviews for accuracy and completeness, and prepares National Guard Bureau (NGB) Form 633 for members omitted on original.

1.1.29.3.2. COMPLETES ROSTER. Totals attendance roster after UTA, verifies data, prepares AF Form 40, Authorization for Inactive Duty Training, obtains unit commander's signature, and forwards to the AFO.

1.1.29.4. PROCESSES NGB FORM 105, AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING. Reviews request for Rescheduled Unit Training Assembly (RUTA), Separate Unit Training Assembly (SUTA), Equivalent Training (EQT) and Proficiency Training (PT), verifies accuracy of data, forwards to unit commander and appropriate work center, maintains suspense copy, completes NGB Form 105, and forwards to the AFO.

1.2. PERFORMS ADMINISTRATIVE SUPPORT:

1.2.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, receives material for final type, types final, and releases to originator.

1.2.1.1. TYPES ENLISTED EVALUATION.

1.2.1.2. TYPES OFFICER EVALUATION.

1.2.1.3. TYPES LETTER OF EVALUATION.

1.2.1.4. TYPES CIVILIAN POSITION DESCRIPTION.

1.2.1.5. TYPES CIVILIAN APPRAISAL.

1.2.1.6. TYPES INDORSEMENT TO MILITARY OR CIVILIAN EVALUATION.

1.2.1.7. TYPES AWARD OR DECORATION.

1.2.1.8. TYPES CORRESPONDENCE. Types correspondence associated with work centers other than the administrative and personnel section.

1.2.1.9. TYPES JOB STANDARD. Prepares NGB Form 430T, Performance Standard and Critical Element Form, reviews for accuracy, and files in appropriate area.

1.2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.2.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

1.2.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

1.2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.2.3.1. ESTABLISHES NEW FILE. Researches regulation, amends file plan, prepares file control label, and prepares new file folder.

1.2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label and updates file guide and folder label.

1.2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

1.2.3.4. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

1.2.3.5. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and disposes of material outside the work area.

1.2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

1.2.5. MAINTAINS TELEPHONE LOG. Obtains entries made monthly, types log for submission, and upon receipt of final monthly bill reviews log and verifies calls.

1.2.6. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

1.2.7. MAINTAINS CLASSIFIED MATERIAL:

1.2.7.1. CONTROLS MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

1.2.7.2. INVENTORIES MATERIAL. Verifies accountability of Top Secret material and prepares inventory report.

1.2.7.3. SAFEGUARDS MATERIAL. Checks safe, annotates form, and checks room or area.

1.2.7.4. CHANGES SAFE COMBINATION. Disassembles combination, changes to accommodate new combination, and reassembles combination.

1.2.7.5. DESTROYS MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

1.2.8. MAINTAINS UNCLASSIFIED PUBLICATION FILE:

1.2.8.1. DETERMINES REQUIREMENT FOR PUBLICATION. Determines need for publication, marks and files obsolete publication, and disposes of obsolete or not required publication.

1.2.8.2. ORDERS ADMINISTRATIVE PUBLICATION. Determines requirement, prepares requisition form, obtains authorizing signature, forwards form, and files form.

1.2.8.3. MAINTAINS INDEX. Posts new index, posts new publication or publication change to index and returns index to library.

1.2.8.4. MAINTAINS PUBLICATION. Removes binder from library, posts change, and returns publication binder to library.

1.2.8.5. RECONCILES PUBLICATION FILE. Reviews each regulation against current index to ensure current regulation is being maintained, reviews Automated Publications Management Program (APMP) to verify current information is reflected, and annotates index to take necessary action to order current regulation or change.

1.2.9. OPERATES COPYING MACHINE. Makes copy, annotates log, and collates copy.

1.2.10. MAINTAINS STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

1.2.11. MAINTAINS BULLETIN BOARD. Posts new information and removes obsolete information.

1.2.12. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

1.2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

1.2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, changes ribbon, belt, or tape, and makes minor adjustment.

1.2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

1.2.16. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews for accuracy, obtains required signature, and forwards form to civilian pay.

2. OPERATIONS SYSTEMS MANAGEMENT:

2.1. MAINTAINS AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEM (AFORMS):

2.1.1. DETERMINES TERMINAL ACCESS. Determines which AFORMS frame may be updated by each individual, enters password into AFORMS, and forwards to authorized individual.

2.1.2. UPDATES SIGNATURE ELEMENT. Enters new signature block in AFORMS upon change of authenticating official for Aeronautical Orders (AO), Military Pay Order (MPO), or Aircrew Incentive Pay (ACIP) Termination Notification Letter.

2.1.3. UPDATES AEROSPACE VEHICLE IDENTIFIER. Enters authorized aircraft and AFORMS aircraft code or crew position into AFORMS.

2.1.4. UPDATES COLLOCATED CBPO IDENTIFIER. Enters identifier of CBPO that uses the same computer as AFORMS to interface data with the Base Level Personnel System (BLPS).

2.1.5. MAINTAINS CONTINUITY FOLDER. Reviews AFORMS and operations documentation, files report, message, policy letter, inspection guide, or checklist to update continuity folder.

2.1.6. COMPLIES WITH SPECIAL ADVISORY NOTICE (SAN). Reviews SAN and complies with required AFORMS action.

2.1.7. MONITORS AFORMS SYSTEM:

2.1.7.1. ANALYZES AFORMS CONTROL FILE REPORT. Analyzes AFORMS control file report space availability, requests deletion of obsolete file, or takes other action as required.

2.1.7.2. PRIORITIZES SYSTEM UTILIZATION. Determines priority for computer processing when file space requirements exceed computer capacity.

2.1.8. REQUESTS SYSTEM ADJUSTMENT:

2.1.8.1. CONTACTS DATA PROCESSING CENTER (DPC). Contacts DPC or host unit, explains problem, and requests assistance.

2.1.8.2. CONTACTS HIGHER HEADQUARTERS. Contacts higher headquarters representative, explains problem, and requests assistance if problem cannot be resolved at base level.

2.1.8.3. PREPARES DIFFICULTY REPORT (DIREP). Researches and documents problem, prepares report, and forwards to appropriate agency.

2.1.8.4. PREPARES PROGRAM MODIFICATION REQUEST.

2.1.9. PREPARES AFORMS SYSTEM:

2.1.9.1. LOGS ON AFORMS SYSTEM. Ensures system date will accept data.

2.1.9.2. LOGS OFF AFORMS SYSTEM. Closes terminal.

2.1.10. DESIGNS AIR FORCE ON LINE DATA SYSTEM (AFOLDS) RETRIEVAL. Receives request, designs retrieval, coordinates with DPC uploading retrieval, enters data into AFOLDS, reviews for accuracy, corrects error, obtains retrieval product, and forwards to requesting office.

2.1.11. PREPARES AFOLDS RETRIEVAL. Receives request, enters data, reviews and corrects, obtains product, and forwards to requesting office.

2.2. MAINTAINS AIRCREW FLIGHT RECORD:

2.2.1. INPROCESSES NEW UNIT PERSONNEL FLIGHT RECORD FOLDER (FRF):

2.2.1.1. RECEIVES FRF. Receives FRF from incoming member, interviews member, completes inprocessing checklist, and replaces file folder as required.

2.2.1.2. PROCESSES AO:

2.2.1.2.1. PREPARES AO. Obtains source document, verifies data, and enters appropriate information into AFORMS.

2.2.1.2.2. AUTHENTICATES AO. Prints AO, reviews for accuracy, and signs or obtains appropriate signature.

2.2.1.2.3. DISTRIBUTES AO. Reproduces AO, distributes copy to appropriate office, and files one copy in FRF.

2.2.1.3. UPDATES MEMBER'S DATA. Updates member's data in AFORMS with appropriate User Defined Frame (UDF) to complete initial Aviation Service or Parachute Duty.

2.2.1.4. UPDATES FRF. Annotates AO action on AF Form 142, Aviation Service Audit Worksheet, obtains current record product, collates, reviews, and files in FRF.

2.2.1.5. SCHEDULES RECORD REVIEW. Determines need for records review and notifies individual of scheduled appointment.

2.2.1.6. CONDUCTS NEW MEMBER RECORD REVIEW. Conducts new member record review and obtains member's signature.

2.2.1.7. ENTERS AIRCREW TRAINING STATUS INTO AFORMS.

2.2.1.8. ASSIGNS TRAINING PLAN.

2.2.1.9. REVIEWS TRAINING AUDIT LIST. Retrieves and reviews list for training status and plan accuracy.

2.2.1.10. UPDATES FORMAL TRAINING QUALIFICATION. Receives training document and enters into AFORMS.

2.2.1.11. UPDATES AIRCREW UPGRADE HISTORY. Receives aircrew upgrade and enters current data into AFORMS.

2.2.2. MAINTAINS ASSIGNED AIRCREW RECORDS:

2.2.2.1. PREPARES AO:

2.2.2.2. AUTHENTICATES AO. Prints AO, revises for accuracy, and signs or obtains appropriate signature.

2.2.2.3. DISTRIBUTES AO. Reproduces AO, distributes copy to appropriate office, and files one copy in FRF.

2.2.2.4. MAINTAINS AO FILE. Prepares ACC Form 36, AO log, annotates log and files original AO in folder.

2.2.3. MAINTAINS AO BACKGROUND MATERIAL FOLDER. Receives background document, annotates AO number on document, and files in folder.

2.2.4. PREPARES DISPOSITION OF AO FILE. Prepares Standard Form 135, Records Transmittal and Receipt, prepares package, and forwards to appropriate office for retirement to archives.

2.2.5. PROCESSES AF FORM 1042, MEDICAL RECOMMENDATIONS FOR ANNUAL FLYING SPECIAL OPERATIONAL DUTY. Receives AF Form 1042 from flight surgeon's office, reviews form, determines necessary action, updates data into AFORMS, and checks for accuracy.

2.2.6. SCHEDULES FLIGHT PHYSICAL. Retrieves physical due date, notifies individual, schedules physical with appropriate office, receives AF Form 1042, files in FRF, updates system, and annotates record.

2.2.7. PROCESSES AF FORM 1042 FOR DUTY NOT INVOLVING FLYING (DNIF) STATUS. Receives AF Form 1042, reviews for suspense date, enters DNIF date and appropriate code into AFORMS, files copy in suspense file, notifies the appropriate office, publishes AO, when applicable, and audits AF Form 142, Aviation Service Audit Worksheet.

2.2.8. MONITORS DNIF SUSPENSE. Ensures new AF Form 1042 is obtained on suspense date, enters new data into AFORMS, destroys both the AF Form 1042 placing a member on DNIF and the one removing DNIF status when the member is medically recertified for flying duty, notifies the appropriate office, and publishes AO removing member from DNIF, when applicable.

2.2.9. PROCESSES AF FORM 702, INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD:

2.2.9.1. PREPARES NOTIFICATION LETTER. Retrieves due date of eligible member, prepares notification letter, and forwards to individual.

2.2.9.2. SCHEDULES INDIVIDUAL PHYSIOLOGICAL TRAINING. Notifies training office of required training or appointment, checks available school days, schedules member for training, notifies member, and requests order.

2.2.9.3. ASSEMBLES DOCUMENTATION. Compiles original AF Form 702 and copy of current AF Form 1042, publishes order for member, and logs out FRF.

2.2.9.4. UPDATES INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD. Receives AF Form 702 from member, enters data into AFORMS, and files original in FRF.

2.2.10. CONDUCTS ANNUAL FLIGHT RECORD REVIEW:

2.2.10.1. PREPARES FRF. Receives computer generated flight record review package and cross-references with FRF, corrects discrepancy if necessary, receives corrected product, collates data, files computer generated product (Individual Flight Record (IFR), Flying History Report, or Individual Data Summary (IDS)) in FRF.

2.2.10.2. NOTIFIES MEMBER. Prepares notification letter and forwards to member.

2.2.10.3. CONDUCTS REVIEW. Conducts review, corrects discrepancy as required, and obtains member's signature on appropriate documentation.

2.2.10.4. UPDATES RECORD. Enters current review date and corrects discrepancy into AFORMS.

2.2.11. CORRECTS FLIGHT RECORD. Prepares correction of military record (CMR) letter, forwards letter to appropriate agency, and files source document in FRF.

2.2.12. PROCESSES INTER/INTRA HOST OPERATIONS SYSTEM MANAGEMENT (HOSM) TRANSFER. Enters required data to transfer an individual from one unit, command, or remote job entry terminal (RJET) site to another supported by HOSM.

2.2.13. OUTPROCESSES AIRCREW AND FRF. Receives computer generated flight record review package, cross-references with FRF, and enters appropriate information into AFORMS; compiles flight record documentation, assembles package, contacts member, arranges pick-up, and logs removal of FRF from work center.

2.2.14. ENSURES AUTODIN TRANSFER. Calls DPC and ensures transfer process has been accomplished.

2.3. PROCESSES AFORMS INFORMATION:

2.3.1. UPDATES AVIATION SERVICE PERIOD SUSPENSE LIST. Receives and reviews list for information needed to administer the Aviation Career Incentive Act (ACIA). Enters required information into AFORMS to correct or update ACIA.

2.3.2. UPDATES AERONAUTICAL RATING UPGRADE LIST. Receives and reviews list to monitor the award of advanced aeronautical rating and updates into AFORMS.

2.3.3. REVIEWS AIRCREW ROSTER. Retrieves and reviews roster for applicable data and forwards to appropriate office.

2.3.4. REVIEWS AFORMS MASTER RECORD LIST. Retrieves and reviews list for applicable data and forwards to appropriate office.

2.3.5. REVIEWS OPERATIONS SYSTEM MANAGEMENT SUSPENSE LIST. Receives and reviews list, and files until superseded.

2.3.6. UPDATES OPERATIONS SYSTEM MANAGEMENT SUSPENSE LIST PART. Receives part and reviews error, performs required action, and files in background material folder.

2.3.7. INITIATES INTERFACE TO BLPS. Enters AFORMS transaction, initiates interface, and updates required information.

2.3.8. PROCESSES HEADQUARTERS OPERATIONS RESOURCE INFORMATION SYSTEM (HORIS) INTERFACE. Reviews HORIS RCS: HAF XOO (M&AR) 7103 report audit list, corrects if necessary, enters correct information into AFORMS, verifies HORIS report, and obtains date time group (DTG) from DPC.

2.3.9. PROCESSES FLIGHT RECORDS DATA SYSTEM (FRDS) INTERFACE. Reviews master update reconciliation error list from FRDS, researches error, reconciles difference between data systems, and annotates list with corrective action taken.

2.3.10. PROCESSES CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) INTERFACE PRODUCT. Reviews product and verifies the aircraft flying time.

2.3.11. PROCESSES SONIC BOOM INTERFACE. Receives AF Form 121, Sonic Boom Log, enters data into AFORMS, reviews for accuracy, generates interface report, and files in documentation file.

2.3.12. PICKS-UP COMPUTER GENERATED PRODUCT. Travels to DPC, obtains product, returns to work center, and separates product.

2.4. MAINTAINS AIRCREW CONTINUATION AND ADDITIONAL TRAINING PLAN:

2.4.1. DEVELOPS TRAINING REQUIREMENT FOR AFORMS ENTRY:

2.4.1.1. COORDINATES TRAINING REQUIREMENT. Receives and reviews training requirement information and coordinates training event with training office.

2.4.1.2. DRAFTS TRAINING REQUIREMENT OUTLINE. Prepares draft outline of training table header, training table, and training table assignment.

2.4.1.3. ENTERS TRAINING TABLE HEADER. Enters appropriate data into AFORMS to build a training table header.

2.4.1.4. ENTERS TRAINING TABLE. Enters appropriate data into AFORMS to build training table.

2.4.1.5. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Retrieves, reviews, and files Master Training Table Assignment List.

2.4.1.6. ASSIGNS TRAINING TABLE. Enters appropriate data into AFORMS to assign training table to individual.

2.4.1.7. PROCESSES ACC FORM 326, AFORMS PERSONNEL TRAINING FORM, OR MISSION ACCOMPLISHMENT FORM:

2.4.1.7.1. CREATES ON-LINE OR OPTICAL MARK READER (OMR) FORM (ACC FORM 326). Enters data into AFORMS, creates on-line or OMR form, and initials and files form.

2.4.1.7.2. REQUESTS DPC GENERATED PRE-PRINTED ACC FORM 326.

2.4.1.7.3. PROCESSES ACC FORM 326 OR MISSION ACCOMPLISHMENT FORM. Receives ACC Form 326, reviews for accuracy, cross-references with appropriate documentation (computer generated flight authorization, local flight clearance, or ACC Form 50, Flight Order), corrects form if necessary, and processes ACC Form 326 through the OMR.

2.4.1.7.4. REVIEWS TRAINING UPDATE AUDIT REPORT. Retrieves and reviews audit list for accuracy.

2.4.2. MONITORS CONTINUATION AND ADDITIONAL TRAINING:

2.4.2.1. VERIFIES AFORMS TRAINING DATA. Reviews training product, corrects discrepancy, and verifies source document against system list.

2.4.2.2. REVIEWS INDIVIDUAL TRAINING PERIOD ACTIVITY SUMMARY. Retrieves and reviews the individual training period activity summary.

2.4.2.3. PREPARES 60-DAY NOTIFICATION. Prepares written or computer generated product of individual training status and distributes to the individual.

2.4.2.4. UPDATES AIRCREW STATUS CHANGE. Retrieves and reviews AFORMS product, coordinates with training office, corrects discrepancy, if necessary, and retrieves and verifies audit list.

2.4.3. UPDATES PROFESSIONAL QUALIFICATION INDEX (PQI).

2.4.4. UPDATES AIRCREW TRAINING TABLE.

2.4.5. REPORTS STATUS OF TRAINING:

2.4.5.1. DEVELOPS SELECTIVE TRAINING REPORT. Receives and reviews request, formats and enters data into AFORMS, and retrieves, reviews, and distributes training report to appropriate office.

2.4.5.2. PREPARES ON-LINE RETRIEVAL TRAINING MANAGEMENT PRODUCT. Enters data into AFORMS, retrieves and reviews report, and distributes to appropriate office or individual.

2.4.5.3. PROVIDES COMPUTER REPORT FOR GRADUATED COMBAT CAPABILITY (GCC) LOOKBACK FAILURE CRITERIA.

2.4.5.4. PREPARES STATUS OF TRAINING REPORT. Prepares written report on individual not meeting flying training requirement and forwards report to training office.

2.5. MAINTAINS AIRCREW FLYING HOURS:**2.5.1. UPDATES INDIVIDUAL CAREER RECORD.****2.5.2. UPDATES INDIVIDUAL FLYING HOURS AND SORTIES FLOWN.****2.5.3. UPDATES EXPERIENCE DATA.****2.5.4. CREATES OR MODIFIES RECORD FOR INACTIVE AIRCRAFT TIME.**

2.5.5. RETRIEVES FLYING HOURS REPORT. Retrieves Individual Aircraft Flying Hours Automated Management Report displaying aircrew flying hour accomplishment, reviews and files report, posts on bulletin board, and distributes to the training office or member.

2.5.6. UPDATES AFORMS RECONCILIATION LIST. Receives listing and corrects record in error using appropriate UDF.

2.5.7. PROCESSES AFTO FORM 781, AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT. Receives AFTO Form 781 from Maintenance; verifies against appropriate documentation and corrects if necessary; enters data into AFORMS, initials, and files.

2.5.8. AUDITS FLYING TIME UPDATE SUMMARY. Retrieves summary, audits for accuracy, and reenters correct data when necessary.

2.5.9. REVIEWS DAILY OPERATIONAL UTILIZATION REPORT. Receives report from Maintenance, audits and corrects discrepancy, and forwards to Maintenance.

2.5.10. VALIDATES UNIT AIRCRAFT FLYING TIME. Reconciles unit aircraft flying time with appropriate reports generated by Maintenance.

2.5.11. UPDATES NORTON RECONCILIATION LIST. Reviews list, researches error and reconciles, and annotates list with corrective action taken.

2.5.12. PROCESSES AIRCRAFT ACCIDENT INVESTIGATION DATA:

2.5.12.1. ASSEMBLES FLIGHT RECORD PACKAGE. Retrieves FRF and Flight Evaluation Folder (FEF), and secures the record until Accident Investigation Board requests the package.

2.5.12.2. RETRIEVES REPORT. Retrieves required report to show individual/crew data for Accident Investigation Board.

2.6. MAINTAINS AIRCREW FLIGHT PAY:

2.6.1. VALIDATES FLYING PAY CONTROL DOCUMENT, PCN SA002-F04. Reviews document and validates member's entitlement to incentive pay.

2.6.2. PREPARES AIRCREW FLYING PAY DOCUMENT. Documents flight pay requirement for member receiving conditional Aviation Career Incentive Pay (ACIP) or Hazardous Duty Incentive Pay (HDIP), certifies document, and forwards to Military Pay office.

2.6.3. PROCESSES ACIP ENTITLEMENT STATUS NOTIFICATION LETTER. Reviews ACIP entitlement status notification letter terminating rated member's ACIP entitlement within 3 months; certifies notification letter, files original in FRF, and forwards copy to member.

2.6.4. CERTIFIES AVIATION SERVICE CODE (ASC) CONDITIONAL ENTITLEMENT FLYING HOURS REPORT. Reviews ASC conditional entitlement flying hours report, verifies data, certifies report, and files in FRF.

2.6.5. PREPARES ACC FORM 150, AIRCREW FLYING PAY CONTROL LOG. Documents flight pay requirement for member receiving conditional ACIP or HDIP, certifies document, forwards to Military Pay office, and files original in the FRF.

2.6.6. REVIEWS ACCOUNTING AND FINANCE LISTING. Receives listing of individuals receiving continuous flight pay, compares with AFORMS listing (M-INDRES file), resolves discrepancy, files, and forwards a copy to Military Pay.

2.6.7. PREPARES DD FORM 114, MILITARY PAY ORDER (MPO). Receives order and prepares MPO, distributes to Military Pay and individual, and files copy in FRF.

2.7. PROCESSES SCHEDULING ACTIVITY:

2.7.1. PROCESSES INDIVIDUAL SCHEDULED ACTIVITY. Enters data into AFORMS, updates individual scheduled activity, reviews schedule, and forwards copy to programming office.

2.7.2. PROCESSES MISSION/MULTI-CREW MEMBER SCHEDULED ACTIVITY. Enters data into AFORMS affecting more than one crew member, reviews schedule, and forwards copy to programming office.

2.7.3. PROCESSES FLIGHT AUTHORIZATION. Reviews flying schedule received from programming office, enters data into AFORMS, generates flight authorization (order), reviews authorization and corrects if necessary, assigns order number, files original, and distributes to appropriate office.

2.7.4. PROCESSES INDIVIDUAL SCHEDULE/QUALIFICATION ACTIVITY MASTER LIST. Retrieves list, reviews for accuracy, and forwards a copy to the programming office.

2.7.5. PROCESSES WEEKLY SCHEDULED ACTIVITY. Retrieves list, reviews for accuracy, and forwards a copy to the programming office.

3. UNIT TRAINING ASSEMBLY (UTA) AND DEPLOYMENT/EXERCISE:

3.1. PREPARES FOR UTA:

3.1.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL. Prepares training schedule and forwards to appropriate office.

3.1.2. SETS UP CLASSROOM.

3.1.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

3.2. PERFORMS POST UTA PROCESSING.

3.3. PARTICIPATES IN DEPLOYMENT/EXERCISE:

3.3.1. PREPARES FOR DEPLOYMENT/EXERCISE:

3.3.1.1. PROVIDES INPUT TO DEPLOYMENT PROJECT OFFICER.

3.3.1.2. PACKS AND SHIPS MATERIAL. Packs and ships material IAW the Mobility Equipment Listing.

3.3.2. UNPACKS MATERIAL. Ensures unpacking and returns to bench stock.

3.4. PERFORMS POST MOBILITY CLEANUP.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for Standard Indirect Description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC Operations Support/3100-D ACC Fighter Units			APPLICABILITY MAN-HOUR RANGE 218.94 - 744.00							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Operations Resource Mgmt	271X0	CIV	1	2	2	2				
Airfield Management	271X1	CIV	1	1	1	2				
Information Management	702X0	CIV			1	1				
TOTAL			2	3	4	5				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										

[illegible]

ADDITIVE FOR OPERATIONS CENTER

- 1. Objective.** This additive quantifies the man-hours that must be added to this work center when the tasks described in appendix A are accomplished.
- 2. Authority.** The 55-series of Air Force and Air National Guard directives contain command policy and procedural guidance for the Operations Center work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is the result of a functional review.
- 3. Applicability.** Applies to all Air Combat Command (ACC) gained Air National Guard (ANG) units except ANG Fighter Interceptor Groups/Wings.
- 4. Standard Data:**
 - a. Classification.** Additive.
 - b. Approval Date.** 21 February 1992.
 - c. Man-Hour Data Source.** Operational Audit.
 - d. Man-Hour Equation.** $Y = 209.1$ (Constant Man-hours).
 - e. Workload Factor.** Not applicable.
- 5. Application Instructions.** Add the additive man-hours shown in paragraph 4d to the man-hours derived through application of the ANGMS 3100-D standard man-hour equation before rounding to whole manpower requirements. Refer to the AF Form 1113, Standard Manpower Table, for ACC gained ANG Fighter/Reconnaissance Units to determine total manpower by AFSC.
- 6. Statement of Conditions.** The normal hours of operation for this work center are 10 hours per day, 5 days per week. The hours of operation were obtained during the operational audit of the work center. The Operations Center is required by ANGR 55-48 to be manned during hours of flying operation.

1 Attachment
Appendix A - Additive Work Center Description

ADDITIVE WORK CENTER DESCRIPTION**Operations Center****DIRECT:****4. OPERATIONS CENTER:****4.1. PERFORMS QUICK REACTION PROCEDURE:**

4.1.1. RECEIVES NOTIFICATION. Receives notification of event or incident by telephone, radio, or message.

4.1.2. TAKES ACTION. Takes action in response to an event or incident in accordance with (IAW) appropriate Quick Reaction Checklist or Operating Instruction (OI).

4.2. POSTS STATUS OF ASSIGNED FORCE. Posts status of assigned force on proper display as changes in status occur.

4.2.1. POSTS KEY PERSONNEL STATUS.

4.2.2. POSTS AIRCRAFT STATUS.

4.2.3. POSTS AIRCREW STATUS.

4.3. POSTS UNIT FLYING OPERATIONS STATUS:**4.3.1. PROCESSES FACTOR AFFECTING FLYING:**

4.3.1.1. POSTS AIRFIELD AND NAVIGATIONAL AID (NAVAID) STATUS.

4.3.1.2. MONITORS BASE, ALTERNATE WEATHER, AND, IF APPLICABLE, SEA STATE.

4.3.1.3. POSTS EMERGENCY AIRFIELD DATA.

4.3.1.4. MAINTAINS COMMUNICATION EQUIPMENT. Maintains radio, teletype, telephone, and computer for proper operation.

4.3.1.5. CALIBRATES CLOCK. Checks clock daily for accuracy and resets clock to correct time when amount of error exceeds the maximum allowable.

4.3.2. MONITORS DAILY FLYING OPERATION:

4.3.2.1. MAINTAINS DUTY DESK CHECKLIST. Maintains checklist for daily operation of duty desk.

4.3.2.2. POSTS DAILY FLYING SCHEDULE. Coordinates daily flying schedule with required agencies and posts board.

4.3.3. ACCOMPLISHES DAILY FLYING REPORT:

4.3.3.1. REVIEWS NOTICE TO AIRMEN (NOTAM). Reviews, posts, and transmits NOTAM as required.

4.3.3.2. PERFORMS POST LANDING NOTIFICATION. Telephones landing time, chock time, maintenance status, or deviation; to SOF, maintenance, and runway supervisor.

4.3.3.3. MAINTAINS DAILY FLYING LOG.

4.3.3.4. COORDINATES TRAINING ROUTE. Coordinates Military Training Route (MTR), IFR Military Training Route (IR), VFR Military (VR), Slow Speed Low Altitude Training Route (SR), and Refueling Track (AR) schedule, C-141 landing procedures, and Army night exercise with appropriate agency.

4.3.3.5. REVIEWS FLIGHT PLAN. Reviews flight plan and disseminates, takes action as required, and transmits air route from Air Route Traffic Control Center (ARTCC).

4.3.3.6. UPDATES FLIGHT FOLLOWING DISPLAY. Receives and posts data to flight following display and disseminates data to required agency.

4.3.3.7. CLEANS FLIGHT FOLLOWING DISPLAY. Cleans flight following display at the completion of the daily flying schedule.

4.3.3.8. PROCESSES FLIGHT INFORMATION PUBLICATION (FLIP). Inventories and distributes FLIP material and chart data.

4.3.3.9. PREPARES AF FORM 96, PASSENGER MANIFEST FORM. Receives Passenger information and prepares AF FORM 96 as required.

4.3.3.10. PROCESSES AND TRANSPORTS PASSENGER FROM OPERATIONS TO AIRCRAFT LOADING AREA.

4.3.3.11. ISSUES PRIOR PERMISSION REQUIRED (PPR). Receives and coordinates request with appropriate agency and issues as necessary.

4.3.3.12. ASSISTS TRANSIENT CREW. Provides transportation, billeting information, and filing of flight plan.

4.4. SUPPORTS CONTINGENCY SUPPORT STAFF (CSS) AND BATTLE STAFF (BS):

4.4.1. UPDATES TELEPHONE NUMBER LIST.

4.4.2. MAINTAINS RADIO FREQUENCY LIST.

4.4.3. MAINTAINS BATTLE STAFF CHECKLIST.

4.5. ASSISTS CSS AND BS. Initiates recall of CSS and BS, as required, briefs CSS and BS on the operational situation, and issues authenticators as required.

4.6. ACCOMPLISHES AF FORM 121, SONIC BOOM LOG. Collects, reviews, and submits completed AF Form 121, Sonic Boom Log, to Operations System Management (OSM) office.

4.7. MAINTAINS OPERATIONS CENTER SECURITY:

4.7.1. POSTS ENTRY AUTHORITY LIST. Posts changes to the Entry Authority List.

4.7.2. VERIFIES ENTRY. Verifies personnel identification against Entry Authorization List prior to entry into Operations Center.

4.8. PERFORMS DESTRUCTION OF CLASSIFIED AND COMMUNICATIONS SECURITY (COMSEC) MATERIALS:

4.8.1. DOCUMENTS DESTRUCTION AND PROTECTION. Documents destruction and protection of classified and COMSEC documents.

4.8.2. PARTICIPATES IN EMERGENCY DESTRUCTION AND PROTECTION. Participates in emergency destruction and protection practices of documents.

4.9. MAINTAINS CHECKLIST:

4.9.1. MAINTAINS QUICK REACTION CHECKLIST.

4.9.2. MAINTAINS CHECKLIST OPERATING INSTRUCTION.

4.10. MAINTAINS AF FORM 1924, EVENTS LOG. Makes entry, reviews, and files for future reference.

4.11. MAINTAINS MISCELLANEOUS COMMUNICATION LOG:

4.11.1. LOGS NOISE COMPLAINT. Receives, logs, and disseminates noise complaint data to appropriate agency.

4.11.2. LOGS OTHER CALL. Receives, logs, and disseminates information on nuisance or Unidentified Flying Object (UFO) call.

4.11.3. LOGS THREATENING CALL. Receives, logs, and disseminates information.

4.12. OBTAINS COORDINATION:

4.12.1. COORDINATES WITH U.S. CUSTOMS. Coordinates with U.S. Customs Office for aircraft returning to home station from outside continental United States.

4.12.2. COORDINATES WITH SECURITY POLICE. Coordinates with Security Police to allow civilian agency access to flight line area.

4.13. PERFORMS ADDITIONAL OPERATIONS CENTER TASKING:

4.13.1. MAINTAINS ACC FORM 109. Receives ACC Form 109 and obtains signature.

4.13.2. DISSEMINATES WEATHER WARNING.

4.13.3. PROCESSES RUNWAY CONDITION REPORT (RCR).

4.13.4. RECORDS RCR DATA. Fills out RCR Log; posts result; and informs aircrew, unit, visiting unit, civilian pilot, or foreign aircraft.

4.14. UNIT TRAINING ASSEMBLY (UTA) AND DEPLOYMENT/EXERCISE:

4.14.1. PREPARES FOR UTA:

4.14.1.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL. Prepares training schedule and forwards to appropriate office.

4.14.1.2. SETS UP CLASSROOM.

4.14.1.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

4.14.2. PERFORMS POST UTA PROCESSING.

4.14.3. PERFORMS DEPLOYMENT/EXERCISE:

4.14.3.1. PREPARES FOR DEPLOYMENT/EXERCISE:

4.14.3.1.1. PROVIDES INPUT TO DEPLOYMENT PROJECT OFFICER.

4.14.3.1.2. PACKS AND SHIPS MATERIAL. Packs and ships material IAW the Mobility Equipment Listing.

4.14.3.2. UNPACKS MATERIAL. Ensures unpacking and returns to bench stock.

4.14.4. PERFORMS POST MOBILITY CLEANUP.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for Standard Indirect Description.

ADDITIVE FOR COMMAND AND CONTROL

1. Objective. This additive quantifies the manpower that must be added to this work center when the tasks described in appendix A are accomplished.

2. Authority. The 55-series of Air Force and Air National Guard directives contain command policy and procedural guidance for the Command and Control work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is the result of a functional review.

3. Applicability. Applies to all Air Combat Command (ACC) gained Air National Guard (ANG) Fighter Interceptor Groups/Wings.

4. Standard Data:

- a. **Classification.** Additive.
- b. **Approval Date.** 21 February 1992.
- c. **Man-Hour Data Source.** Minimum manpower requirement.
- d. **Manpower Equation.** $Y = \frac{(24)(7)(4.348)}{\text{Civilian MAF}} (1)$
- e. **Workload Factor.** Not applicable.

5. Application Instructions:

- a. A minimum manpower factor was developed to derive the manpower requirements to perform the Command and Control tasks at appendix a with a one man crew operating a 24 hour per day, 7 days per week shift.
- b. Obtain the current value for the Civilian Man-Hour Availability Factor (MAF) and substitute it for the denominator in the man-hour equation in paragraph 4d.
- c. Add the whole manpower requirement from this additive to the whole manpower requirement(s) derived through the application of the ANGMS 3100-D standard man-hour equation to obtain the total manpower requirement for Functional Account Code 3100-D. Refer to the AF Form 1113, Standard Manpower Table, for ACC gained ANG Fighter Interceptor Units to determine total manpower by AFSC.

6. Statement of Conditions. The normal hours of operation for this work center are 24 hours per day, 7 days per week. There are no other standard of living constraints which affects the daily operation of this work center.

1 Attachment
Appendix A - Additive Work Center Description

ADDITIVE WORK CENTER DESCRIPTION**Command and Control****DIRECT:****5. COMMAND AND CONTROL:****5.1. PERFORMS QUICK REACTION PROCEDURE:**

5.1.1. RECEIVES NOTIFICATION OF EVENT OR INCIDENT. Receives notification of event or incident by telephone, radio, or message.

5.1.2. TAKES ACTION. Takes action in response to an event or incident in accordance with IAW) appropriate Quick Reaction Checklist or Operating Instruction (OI).

5.2. POSTS STATUS OF ASSIGNED FORCE. Posts status of assigned force on proper display as changed in status occur.

5.2.1. MONITORS KEY PERSONNEL STATUS.

5.2.2. MONITORS AIRCRAFT STATUS.

5.2.3. MONITORS AIRCREW STATUS.

5.3. POSTS UNIT FLYING OPERATION STATUS:**5.3.1. PROCESSES FACTOR AFFECTING UNIT FLYING OPERATION:**

5.3.1.1. POSTS AIRFIELD AND NAVIGATIONAL AID (NAVAID) STATUS.

5.3.1.2. MONITORS BASE, ALTERNATE WEATHER, AND IF APPLICABLE, SEA STATE.

5.3.1.3. POSTS EMERGENCY AIRFIELD DATA.

5.3.1.4. MAINTAINS COMMUNICATION EQUIPMENT. Maintains radio, teletype, telephone, and computer for proper operation.

5.3.1.5. CALIBRATES CLOCK. Checks clock for accuracy and resets clock to correct time when amount of error exceeds the maximum allowable.

5.3.2. MONITORS DAILY FLYING OPERATION:

5.3.2.1. MAINTAINS DUTY DESK CHECKLIST. Maintains checklist for daily operation of duty desk.

5.3.2.2. COORDINATES DAILY FLYING SCHEDULE. Coordinates daily flying schedule with required agencies.

5.3.3. ACCOMPLISHES DAILY FLYING REPORT:

5.3.3.1. REVIEWS NOTICE TO AIRMEN (NOTAM). Reviews, posts, updates, and transmits NOTAM as required.

5.3.3.2. PERFORMS POST LANDING NOTIFICATION. Telephones landing time, chock time, maintenance status, or deviations to appropriate agency.

5.3.3.3. MAINTAINS DAILY FLYING LOG.

5.3.3.4. COORDINATES TRAINING ROUTE. Coordinates Military Training Route (MTR), IFR Military Training Route (IR), VFR Military (VR), Slow Speed Low Altitude Training Route (SR), and Refueling Track (AR) schedule, C-141 landing procedures, and Army night exercise with appropriate agency.

5.3.3.5. REVIEWS FLIGHT PLAN. Reviews flight plan and disseminates, takes action as required, and transmits air route from Air Route Traffic Control Center (ARTCC).

5.3.3.6. UPDATES FLIGHT FOLLOWING DISPLAY. Receives and posts data to flight following display and disseminates data to required agency.

5.3.3.7. CLEANS FLIGHT FOLLOWING DISPLAY. Cleans flight following display at the completion of the daily flying schedule.

5.3.3.8. PROCESSES FLIGHT INFORMATION PUBLICATION (FLIP). Orders, inventories, and distributes FLIP material, product, and chart data.

5.3.3.9. PREPARES AF FORM 96, PASSENGER MANIFEST FORM. Receives information and prepares AF Form 96 as required.

5.3.3.10. PROCESSES AND TRANSPORTS PASSENGER FROM OPERATIONS TO LOADING AREA.

5.3.3.11. ISSUES PRIOR PERMISSION RECEIVED (PPR). Receives and coordinates request with appropriate agency and issues as necessary.

5.3.3.12. ASSISTS TRANSIENT CREW. Provides transportation and billeting information and assists in filing flight plan.

5.4. MAINTAINS CONTINGENCY SUPPORT STAFF (CSS) AND BATTLE STAFF (BS):

5.4.1. UPDATES TELEPHONE NUMBER LIST.

5.4.2. MAINTAINS RADIO FREQUENCY LIST.

5.4.3. MAINTAINS BATTLE STAFF CHECKLIST.

5.5. ASSISTS CSS AND BS:

5.5.1. RECALLS STAFF. Initiates recall of CSS and BS as required.

5.5.2. BRIEFS STAFF. Briefs CSS and BS on the operational situation and issues authenticators as required.

5.6. ACCOMPLISHES OPERATION REPORT.

5.7. ACCOMPLISHES AF FORM 121, SONIC BOOM LOG. Collects, reviews, and submits completed AF Form 121, Sonic Boom Log, to Operations System Management (OSM) office.

5.8. MAINTAINS OPERATIONS CENTER SECURITY:

5.8.1. MAINTAINS ENTRY AUTHORITY LIST. Receives and posts changes to the Entry Authority List.

5.8.2. VERIFIES ENTRY. Verifies identification against Entry Authorization List.

5.9. PERFORMS DESTRUCTION OF CLASSIFIED AND COMMUNICATIONS SECURITY (COMSEC) MATERIAL:

5.9.1. DOCUMENTS DESTRUCTION AND PROTECTION.

5.9.2. PARTICIPATES IN EMERGENCY DESTRUCTION AND PROTECTION.

5.10. MAINTAINS CHECKLIST:

5.10.1. MAINTAINS QUICK REACTION CHECKLIST.

5.10.2. MAINTAINS CHECKLIST OPERATING INSTRUCTION (OI).

5.11. MAINTAINS AF FORM 1924, EVENTS LOG. Makes entry, reviews, and files for future reference.

5.12. MAINTAINS MISCELLANEOUS COMMUNICATION LOG:

5.12.1. LOGS NOISE COMPLAINT. Receives, logs, and disseminates noise complaint data to appropriate agency.

5.12.2. LOGS OTHER CALL. Receives, logs, and disseminates information on nuisance or Unidentified Flying Object (UFO) call.

5.12.3. LOGS THREATENING CALL. Receives, logs, and disseminates information.

5.13. OBTAINS COORDINATION:

5.13.1. COORDINATES WITH U.S. CUSTOMS. Coordinates with U.S. Customs Office for aircraft returning to home station from outside continental United States.

5.13.2. COORDINATES WITH SECURITY POLICE. Coordinates with Security Police to allow civilian agency access to flight line area.

5.14. PERFORMS ADDITIONAL COMMAND POST TASKING:

5.14.1. MAINTAINS ACC FORM 109. Receives and maintains ACC Form 109. Ensures documentation prior to flight and obtains signature if required.

5.14.2. DISSEMINATES WEATHER WARNING.

5.14.3. PROCESSES RUNWAY CONDITION REPORT (RCR).

5.14.4. RECORDS RCR DATA. Fills out RCR Log; posts result; and informs aircrew, unit, visiting unit, civilian pilot, or foreign aircraft.

5.14.5. RECEIVES EMERGENCY ACTION MESSAGE.

5.14.6. DECODES EMERGENCY ACTION MESSAGE.

5.14.7. AUTHENTICATES EMERGENCY ACTION MESSAGE.

5.14.8. TAKES ACTION ON EMERGENCY ACTION MESSAGE.

5.14.9. UPDATES CSS AND BS AID:

5.14.9.1. MAINTAINS BASE GRID MAP.

5.14.9.2. MAINTAINS BATTLE STAFF CHECKLIST.

5.14.9.3. RECALLS STAFF.

5.14.9.4. BRIEFS STAFF.

5.14.10. MAINTAINS ALERT MESSAGE FORMAT.

5.14.11. MAINTAINS EMERGENCY ACTION CHECKLIST.

5.14.12. MAINTAINS CONTROLLER INFORMATION:

5.14.12.1. PREPARES CONTROLLER DUTY.

5.14.12.2. RECEIVES AND POSTS CHANGE.

5.14.12.3. REVIEWS FILE.

5.14.13. MAINTAINS CERTIFICATION:

5.14.13.1. PREPARES FOR MONTHLY CONTROLLER MEETING.

5.14.13.2. ASSIGNS MATERIAL TO BE COVERED.

5.14.13.3. PREPARES MONTHLY CERTIFICATION TEST.

5.14.13.4. DISTRIBUTES TEST.

5.14.13.5. GRADES MONTHLY CERTIFICATION TEST.

5.14.13.6. DOCUMENTS CERTIFICATION TEST. Posts test results to training record and submits information to Air Force Operations Resource Management System (AFORMS).